



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement
34-2011

OPEN TO: All Interested Candidates
POSITION: Supply Clerk, FSN-6; FP-8* (Please refer the position title or VA number in your application to be considered)
OPENING DATE: October 24, 2011
CLOSING DATE: November 07, 2011
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 727,648* (Grade 6)

*Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

**This represents the total annual compensation including salary, bonus and benefits.

NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

The U.S. Embassy in Algeria is seeking an individual for the position of Supply Clerk in the General Services Office.

BASIC FUNCTION OF POSITION

The incumbent is responsible for maintaining post's expendable supply inventories to include office, cleaning, computer, and maintenance supplies. Prepares purchase requests through the Integrated Logistics Management System for replenishment per stock levels. Assists in conducting household inventories and the annual non-expendable property inventory. Maintains welcome kit items, prepares and issues new kits to newly arrived and departing employees.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Required Education:** Completion of Secondary school is required.
- 2. Prior work experience:** Two years of office/clerical or administrative experience required

3. **Language Proficiency:** Level 3 English, Level 4 French and Arabic is required.
4. **Other criteria:** Knowledge of computers and supply management.
5. **Other Skills and abilities:** Skilled in office procedures, and Microsoft Office to include Excel. Ability to learn new computer programs. Mathematical and typing skills are required.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. Eligible Family Members who currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested applicants for this position must submit (1) and (2) below:

1. Preliminary Documentation
 - Current Resume. A current resume or curriculum vitae that provide the same information as a DS-174.
 - Letter of Interest. You must attach to the letter:
 - References: Be ready to provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors.
 - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).
2. Proof of education.
 - Copies of relevant diplomas or degrees (as required) by the position.
 - Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

Interested applicants may choose to submit the below application form with the package detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process. Unsuccessful applicants will not receive an invitation to attend the interview.

3. Employment Application Form.

- All prospective employees must complete an Embassy application form (usually the Application for Employment DS-174, available at the HR Office).
- Can be submitted if selected for an interview.

ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH OR THE APPLICATION WILL NOT BE CONSIDERED.

CLOSING DATE FOR THIS POSITION: November 07, 2011

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**

Attention: Supply Clerk, Vacancy Announcement # 34-2011

Point of Contact: Human Resources Office

For quickest reception fax to: 021-60-73-35

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalgiers_app@state.gov**

Note: Only the best qualified applicants will be contacted for a test and an interview